



Metropolitan Educational Council – Data Center  
Account Authorization Form

Date Submitted \_\_\_\_\_

Current User Name \_\_\_\_\_

Employee Name (print) \_\_\_\_\_

District (print) \_\_\_\_\_

Building (print) \_\_\_\_\_

The district email address for the employee listed above. (print) \_\_\_\_\_

← Email will be forwarded to this address.

Check here to refuse email to this account.

New Account    Change Existing Access Level    Renew Account (no change)    Delete Account

On the list below, please circle Full, Read Only (RO), and/or Group Manager (GM) to the right of all software options that apply for this account request.

Access levels: Full = Update All   RO = Read Only   GM = Group Manager

USAS Accounts Receivable  
USAS Accounting  
USAS Requisitions Only  
EIS Equipment Inventory  
USAS Monthly CD  
FiscWeb

Full	RO	GM
Full	RO	GM
	RO	
Full	RO	GM
	RO	
	RO	

USPS Payroll  
USPS Payroll Personnel  
USPS Payroll CD

Full	RO	GM
Full	RO	
	RO	

OECN Professional LPDC  
InfOhio  
SSWAT

Full	RO	GM
Full		
	RO	

EMIS (access all areas)  
EMIS Student  
EMIS Staff  
EMIS General Info  
EMIS Financial Only  
EMIS Agg. Valid, Submission\*  
EMIS Web

Full	RO	
Full	RO	
Full	RO	
Full	RO	
Full	RO	
		GM
	RO	
	RO	

EMIS Reports on the Web  
\*Only for District EMIS Coordinator

Student Software (all areas)  
Student Registration  
Student Attendance  
Student Discipline  
Student Fees  
Student Grade Reporting  
Student Medical Info  
Student Proficiency  
Student Fees  
Student SSID

Full	RO	
Full	RO	
Full	RO	
Full	RO	
Full	RO	
Full	RO	
Full	RO	
Full	RO	
Full	RO	
Full	RO	
Full	RO	

Special Instructions:

**AUTHORIZATION**

If you are requesting access for Student Services/EMIS, there must be a signature from the Superintendent (or Official Designee) of the district. If you are requesting access for Fiscal Services, there must be a signature from the Treasurer (or Official Designee) of the district. All other requests can be authorized by the district's department head.

Treasurer's Name & Email Address (please print): \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_

Superintendent's Name & Email Address (please print): \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Department Head Name (please print): \_\_\_\_\_ Signature \_\_\_\_\_

MEC USE ONLY

Revised 8/10/07

Username Assigned \_\_\_\_\_

Entered/Modified By \_\_\_\_\_

Date \_\_\_\_\_